



# Foreign Affairs Manual

## 14 FAM – Logistics Management

Change Transmittal: LOG-131

Date: June 18, 2012

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## 14 FAM 540 PROCURING TRAVEL AND TRANSPORTATION

### Changes

1. This Change Transmittal issues the following revision to subchapter 14 FAM 540:
  - **14 FAM 542, Travel Management Centers:** Travel originating within the Continental United States (CONUS): To ensure compliance with 41 CFR 301-10, 41 CFR 301-50, and 41 CFR 301-73 regarding the use of Federal Travel Management Center (TMC), all employees who originate travel within CONUS must use the current TMC under contract with the appropriate foreign affairs agency in Washington, DC.
2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance changed more than half the words, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
4. The office responsible for the material in this subchapter is the Office of Logistics Management (A/LM). Please direct questions concerning content, substance, and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

### Filing Instructions for Paper Copies

1. Remove and discard old subchapter 14 FAM 540 (CT:LOG-123; 04-23-2012) and insert revised subchapter 14 FAM 540 (CT:LOG-131; 06-18-2012).
2. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:LOG-131, and initial.

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1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.